



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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March 26, 2004

In Reply Refer To:
9210 (CA-943) P

EMS TRANSMISSION: 03/26/04

Instruction Memorandum No. CA-2004-026

Expires: 09/30/2005

To: CDD District Manager, All Field Managers
(Attention – District/Regional and Field Office FMO's)

From: State Director

Subject: Fire and Aviation Staffing Plans for FY 2004

DD: 04/05/04

With fire season fast approaching, it is anticipated that we will be operating well below our “Most Efficient Level” (MEL) for staffing and other resources. I would like to take this opportunity to remind everyone of the importance that must be placed on the safety of our employees when staffing below the standards that we have become accustomed to in California. I want to be sure that we do not fall below National standard staffing levels on any of our modules. To assist in meeting this requirement, I am asking each office to provide a complete staffing plan of all 2810 funded positions for FY 2004. Your staffing plan must include tours of duty for all modules, i.e. five day staffing or seven day staffing, the anticipated activation dates for all modules, and number of personnel per module. Send this information directly to the State Fire Management Officer by C.O.B. on April 5, 2004. In addition, FMO's should bring a hard copy of this information to the preseason meeting and be prepared to discuss it.

Staffing plans are critical to maintaining safe working environments. Your early attention to this request will be greatly appreciated.

If you have questions, please contact Ed Wehking, State Fire Management Officer at (916) 978-4431, or Doug Waggoner, State Fire Operations Specialist at (916) 978-4437.

Signed
James Wesley Abbott
Acting State Director

Authenticated
Louise Tichy
Records Management